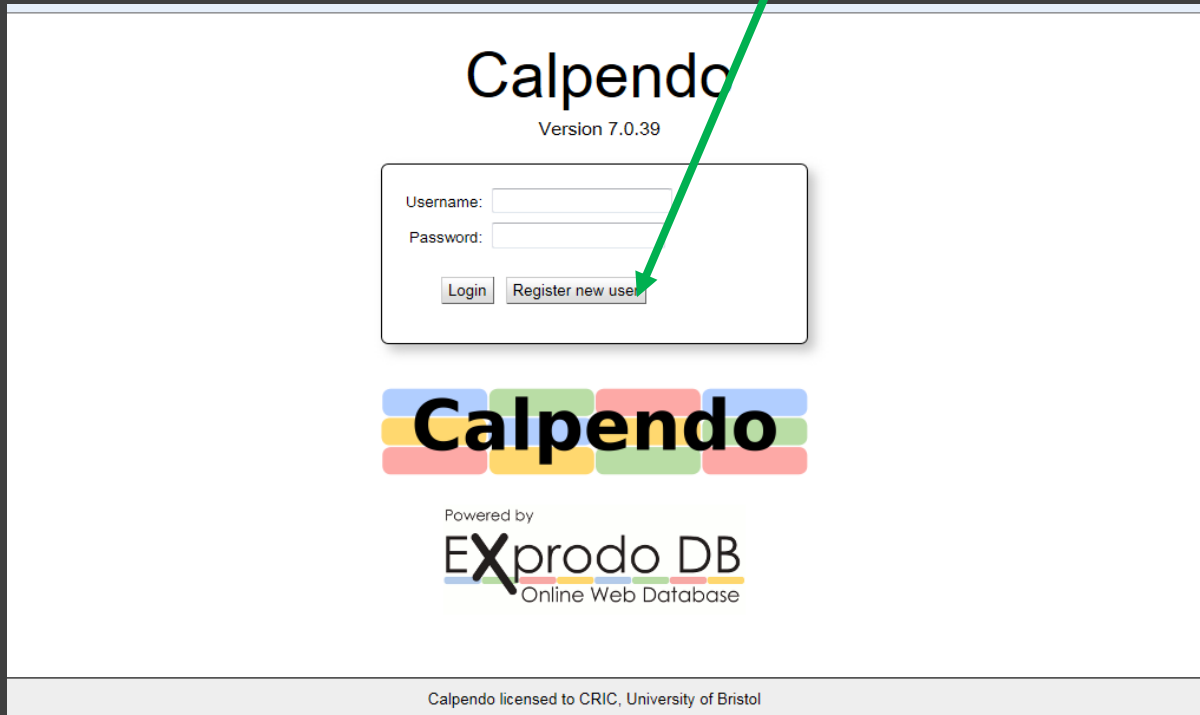


Calpendo User Guide



Registration

- Go to: <https://cric-bristol.calpendo.com/> and select 'Register new user'.



Calpendo
Version 7.0.39

Username:

Password:

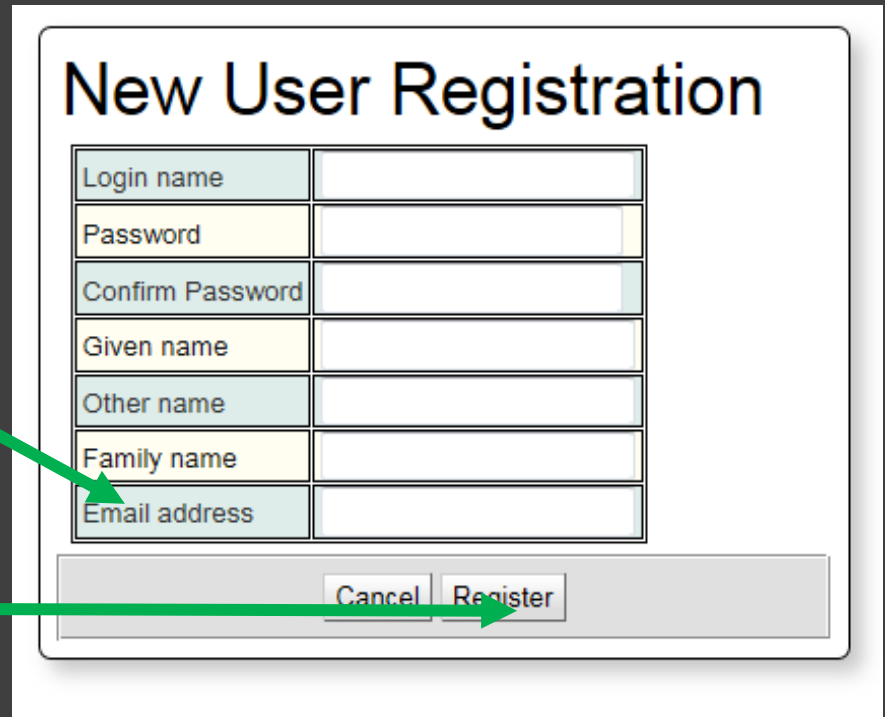
Calpendo

Powered by
EXprodo DB
Online Web Database

Calpendo licensed to CRIC, University of Bristol

Registration

- Fill out your details and click on 'Register'. Your account request will be sent to the CRiCBristol administrators.
- The email address you enter will be the one that gets all approval notifications
- Once your account has been authorised, an email informing you of this will be sent to your account.



The image shows a 'New User Registration' form with the following fields: Login name, Password, Confirm Password, Given name, Other name, Family name, and Email address. At the bottom are 'Cancel' and 'Register' buttons. A green arrow points from the 'Email address' field to the 'Email address' bullet point in the text on the left. Another green arrow points from the 'Register' button to the 'Once your account has been authorised...' bullet point in the text on the left.

New User Registration	
Login name	
Password	
Confirm Password	
Given name	
Other name	
Family name	
Email address	
Cancel Register	

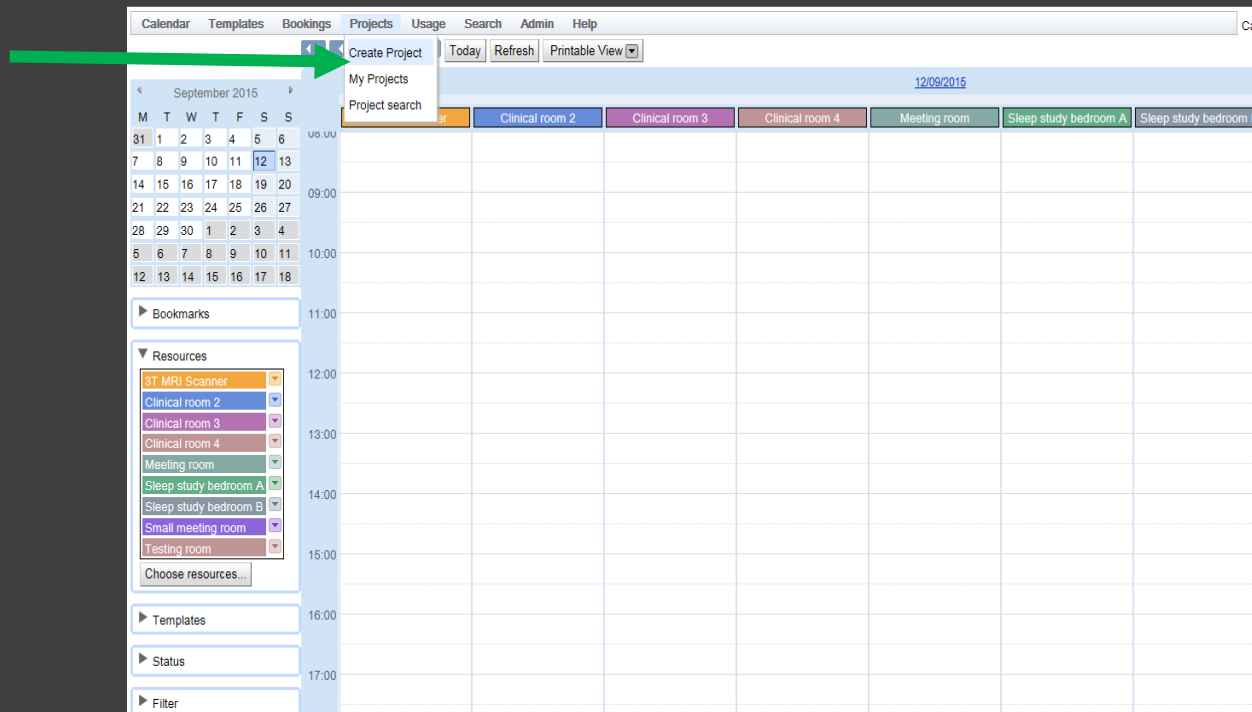
Creating a Project



- Before any bookings can be made, your project must be entered onto the system.
- All future calendar bookings will be created through your project.

Creating a Project

- If your project has not already been entered onto Calpendo, you should add it.
- To create a project, first press on the Project tab and then Create Project link.



Creating a Project

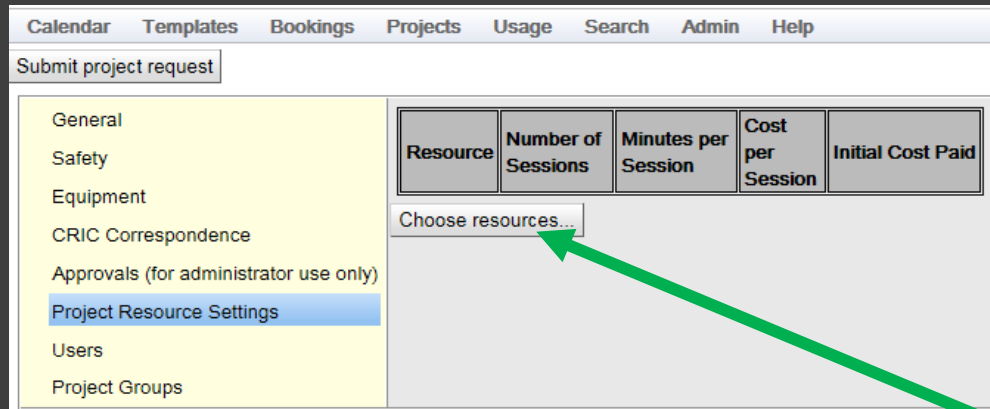
- Fill in as much detail as possible on the General Tab.
- The booking owner is the principal onsite researcher making bookings with a calpendo user account

Submit project request

General	Project Code	
Safety	Status	Requested
Equipment	Owner	
CRIC Correspondence	Name	Choose project name
Approvals (for administrator use only)	Description	Describe your project here
Project Resource Settings	Phone Number	
Users	Start	
Project Groups	Finish	
	Principal Investigator	
	PI Phone Number	
	PI Email	
	Other Investigators	
	Version	0
	Ethics Approval Number	
	Created	3 Aug 2015 11:38
	Funding Admin Name	
	Updated	3 Aug 2015 11:38
	Funding Admin Address	
	Account Number	
	Institution	Please select
	Specify Other Institution	
	Proposed Sequences	
	Comments	
	Ethics Attachment	Browse...
	Full Project Spec Attachment	Browse...
	Sponsor Letter Attachment	Browse...
	NHSPermissionAttachment	Browse...

Creating a Project

- Click on 'Project Resource Settings' and then 'Choose Resources.'



Resource	Number of Sessions	Minutes per Session	Cost per Session	Initial Cost Paid
Choose resources...				

- Select your required room and item(s) and then click OK.

Creating a Project

- Click on your chosen resource(s) and then the right arrow to make it appear on the list of selected resources. When your list is complete, press OK.

Submit project request

General

Safety

Equipment

CRIC Correspondence

Approvals (for administrator use only)

Project Resource Settings

Users

Project Groups

Resource	Number of Sessions	Minutes per Session	Cost per Session	Initial Cost Paid
Choose resources...				

Resource Selection

Type

☒ No resource type

☒ Scanner

☒ Room

☒ Operator

☒ Equipment

Location

☒ No location

☒ Clinical Investigations suite

☒ Academic suite

☒ Sleep studies suite

Available Resources

3T MRI Scanner

Clinical room 1

Clinical room 2

Clinical room 3

Clinical room 4

Testing room

Computing Suite

Meeting room

Selected Resources

Resource Detail

Select a resource to see its detail

OK Cancel

Creating a Project

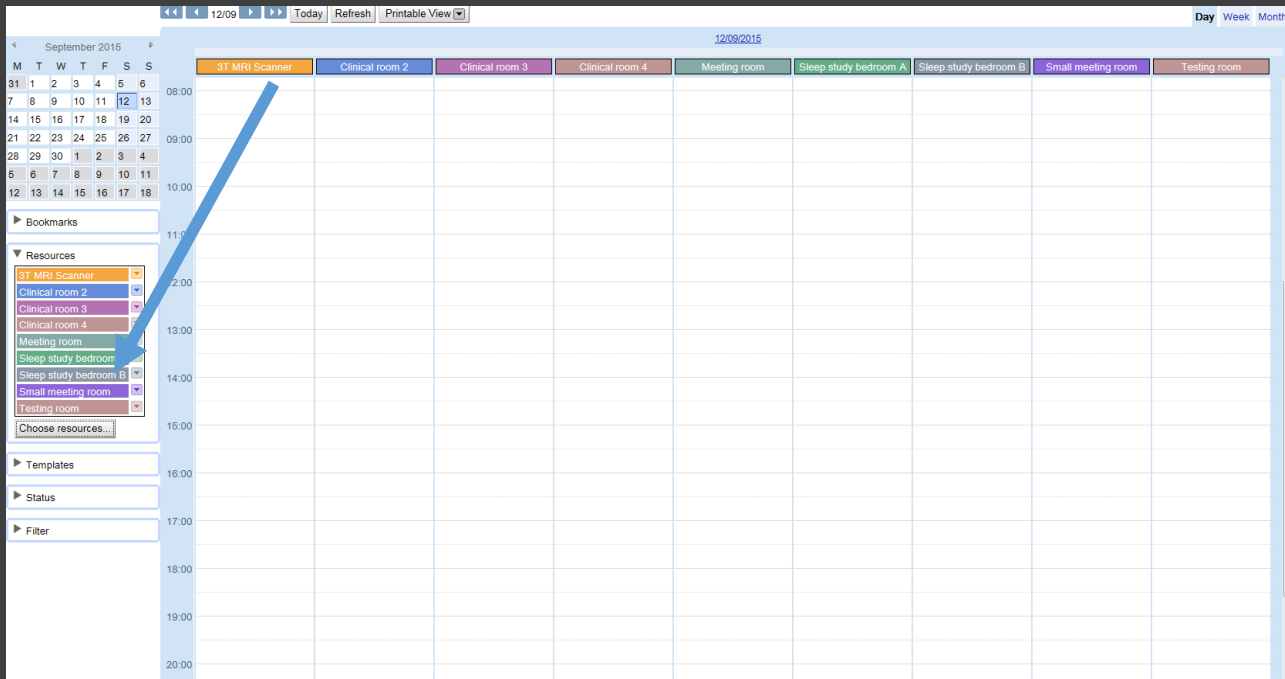
- Follow down the other tabs on the left of your screen and complete all the necessary details.
- Under User tab please enter all members of your project team who have registered an account on calpendo and will be making bookings for the project
- Ensure you upload your study pathway approval documents (e.g. ethics approval letter/email pdf, Sponsor letter) and your signed CRiCBristol project specification form in fields at the bottom of the General tab.
- Once you have completed all necessary data, press the 'Submit project request' button.

Submit project request

General	Project Code	
Safety	Status	Requested
Equipment	Owner	
CRIC Correspondence	Name	Choose project name
Approvals (for administrator use only)	Description	Describe your project here
Project Resource Settings	Phone Number	
Users	Start	
Project Groups	Finish	
	Principal Investigator	
	PI Phone Number	
	PI Email	
	Other Investigators	
	Version	0
	Ethics Approval Number	
	Created	3 Aug 2015 11:38
	Funding Admin Name	
	Updated	3 Aug 2015 11:38
	Funding Admin Address	
	Account Number	
	Institution	Please select
	Specify Other Institution	
	Proposed Sequences	
	Comments	
	Ethics Attachment	Browse...
	Full Project Spec Attachment	Browse...
	Sponsor Letter Attachment	Browse...
	NHSPermissionAttachment	Browse...

Creating a Booking

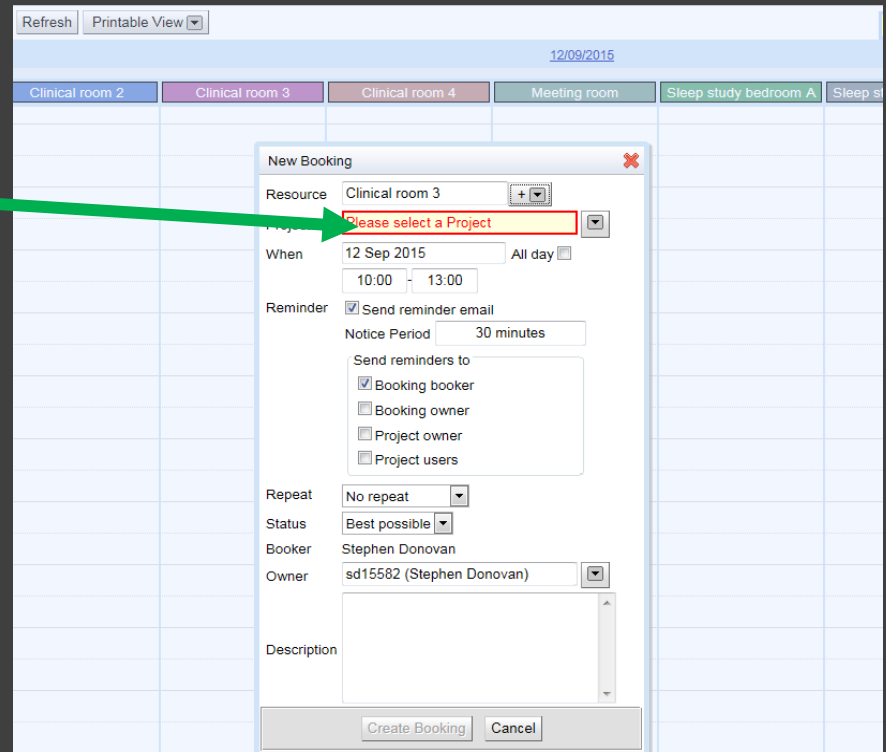
- Select the resource(s) that you would like to book.
- To appear on the calendar, the resource must be added using the 'choose resources' button on the left of the screen.



The screenshot displays the CRiC Bristol booking system interface. On the left, there is a calendar for September 2015. Below the calendar, there are sections for Bookmarks, Resources, Templates, Status, and Filter. The Resources section is expanded, showing a list of resources: 3T MRI Scanner, Clinical room 2, Clinical room 3, Clinical room 4, Meeting room, Sleep study bedroom A, Sleep study bedroom B, Small meeting room, and Testing room. A blue arrow points from the '3T MRI Scanner' resource in the list to the corresponding column in the booking grid. The booking grid shows a timeline from 08:00 to 20:00. The top of the grid has tabs for Day, Week, and Month. The date 12/09/2015 is displayed. The grid is currently empty, indicating no bookings have been made.

Creating a Booking

- Once your resource appears on screen, click and drag on the calendar to select a timeslot. This will take you to the booking screen.
- The yellow bar instructs you to choose your project from a drop-down list.
- A researcher can only make bookings for a project that they are authorised to as part of the project team.



Refresh Printable View

12/09/2015

Clinical room 2 Clinical room 3 Clinical room 4 Meeting room Sleep study bedroom A Sleep study bedroom B

New Booking

Resource: Clinical room 3

Please select a Project

When: 12 Sep 2015 All day ☐
10:00 - 13:00

Reminder: ☒ Send reminder email
Notice Period: 30 minutes

Send reminders to:
☒ Booking booker
☐ Booking owner
☐ Project owner
☐ Project users

Repeat: No repeat

Status: Best possible

Booker: Stephen Donovan

Owner: sd15582 (Stephen Donovan)

Description:

Create Booking Cancel

Creating a Booking

- Follow the remaining instructions, add a description, and finally click 'Create Booking'
- The booking will initially appear 'greyed out' because it is only at the requested stage. Once the booking is created, the booker must await approval from a CRiCBristol administrator.